

1. APOLOGY EMAIL

To,

Varshaben Bhavsar

Date: 3rd june, 2025

Subject: Apology for Breaking Your Window Glass

Dear Varshabenben Bhavsar,

I hope you are doing well. I am writing this letter to sincerely apologize for accidentally breaking your window glass while playing cricket. It was not my intention to cause any damage, and I feel truly sorry for the inconvenience this has caused you.

I take full responsibility for my actions and assure you that I will be more careful in the future. I completely understand the trouble this might have caused, and I want to make it right by repaying the full cost of repairing or replacing the window glass.

Please accept my heartfelt apology. I deeply regret this mistake and hope you will forgive me for this unintentional damage.

Thank you for your understanding and patience.

Warm regards,

Disha Patel

25, umiya park , krishnagar, ahmedabad

2. INTRODUCTION EMIAL

Subject: Introduction – Disha Patel from Global Technoplast

Dear Het Prajapati,

I hope this message finds you well.

My name is Disha Shaileshkumar Patel, and I am reaching out from Global Technoplast. We specialize in providing high-quality [insert product/services – e.g., industrial plastic components, custom moulded parts, etc.], with a strong focus on quality, precision, and customer satisfaction.

I have been successfully running this business for the past 7 years, and during this time, I have gained valuable experience and deep industry knowledge. At Global Technoplast, we are committed to delivering reliable service, timely delivery, and customized solutions to meet each client's unique requirements.

It would be a great honor to have the opportunity to work with you and support your business needs. Please feel free to share your requirements or let me know a suitable time for a call or meeting. I look forward to building a long-term and successful business relationship with you.

Warm regards,

Disha Shaileshkumar Patel

Global Technoplast

Mo.no : 9854217845

Mail.id : pateldsp1104@gmail.com

Website – globaltechnoplast.com

3.QUATATION EMAIL

Subject: Quotation for Office Furniture

Dear Virenbhai,

I hope you are doing well.

As discussed, please find below the quotation for the requested office furniture. If you have any questions or need any changes, please feel free to let me know.

Quotation Details:

Item Name	Quantity	Rate (INR)	Total Amount (INR)
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Office Chairs	5	₹2,500	₹12,500
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Office Table	1	₹7,000	₹7,000
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File Cabinets	2	₹3,500	₹7,000
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Visitor Chairs	3	₹1,800	₹5,400
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Whiteboard (4x6 ft)	1	₹2,200	₹2,200
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Total Amount: ₹34,100

Delivery Time: Within 5–7 working days after confirmation

Payment Terms: 50% advance, 50% upon delivery

Validity: This quotation is valid for 10 days from the date of issue

Looking forward to your confirmation so we can proceed with the order. Thank you for considering our services.

Warm regards,

Disha Patel

Krishna furniture , Mo.no : 9365784132

Emial : pateldsp1104@gmail.com

4.REMINDER EMAIL

Date : 4th june, 2025

Subject: Follow-up on Interview Opportunity

Mr. Dinesh Sarvaiya

I hope this message finds you well. I am writing to kindly follow up regarding the job interview opportunity I am eagerly awaiting. I had applied for the position of [Job Title] and wanted to check if there are any updates regarding the interview schedule.

I remain highly interested in the opportunity to work with your esteemed organization. Based on my skills and background, I believe I can make a meaningful contribution to your team. I am very motivated to bring my energy, dedication, and experience to support the goals of your company.

If there's any further step I need to take, or if there is an update on the recruitment process, I would be grateful to hear from you.

I am very enthusiastic about the possibility of contributing to your team and would be thankful for the chance to discuss my qualifications further. Please let me know if any additional information or documents are needed from my side.

Thank you for your time and consideration. I look forward to hearing from you.

Warm regards,

Disha Patel

Pateldsp1104@gmail.com

5. THANK YOU EMAIL

Subject: Heartfelt Thanks for Your Kind Support

Mrs.Ramilaben Patel,

I hope this message finds you well.

I am writing to sincerely thank you for your generous support in providing a discount on the school fees and for arranging books, a school bag, and the uniform for my child. Your kind gesture has truly made a big difference for our family and eased our financial burden.

We deeply appreciate your understanding and the school's commitment to ensuring that every child gets access to education and all the necessary materials. It means a lot to us, and we are truly grateful for your help.

Thank you once again for your kindness and support. We will always remember this generous act.

Warm regards,

Disha Patel

10th A , Roll no : 55